

EIAC Meeting

Date | Time 10/22/2020 1:00 PM | Location Zoom

Meeting called by:	Bradley Everson	Attendees:		
Type of Meeting:	EIAC Meeting	<u>Members</u>	Present	Excused
Facilitators:	Bradley Everson	Adams, Kelsey	<input type="checkbox"/>	<input type="checkbox"/>
	Dionna Clemmons	Baumgart, Zachary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Shannon Butcher	Butcher, Shannon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Tonja Hesselberg	Chase, Daisy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Note Taker:	Jennifer Marek	Clemmons, Dionna	<input type="checkbox"/>	<input type="checkbox"/>
Timekeeper:	Jennifer Marek	Everson, Bradley	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Fessahaye, Makda	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Hesselberg, Tonya	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Ives, Kari	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Krombos, Paul	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Marek, Jennifer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Morris, Brandon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Pickering-Reyna, Beverly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Ruether, Tracie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Schoorman, Rebecca	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Thao, Melina	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Zingsheim, Angela	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> Welcome	Bradley Everson	5 Minute
<input type="checkbox"/> Introduce Executive Leadership EIAC Technical Advisor - Makda Fessahaye	Tonja Hesselberg	10 Minutes
<input type="checkbox"/> Review EIAC responsibilities in E&I Plan	Bradley Everson	15 Minutes
<input type="checkbox"/> Strategize goals and assign Adhoc committees	All Participants	45 Minutes
<input type="checkbox"/> Ongoing EIAC Meetings	Bradley Everson	5 Minutes
<input type="checkbox"/> Next Steps	All Participants	10 minutes

Notes

Welcome:

Welcome and roll call taken at 1:01PM

Introduce Executive Leadership EIAC Technical Advisor - Makda Fessahaye:

Liaison between the Secretary's team and EIAC. "

Review EIAC responsibilities in E&I Plan:

Several of the goals have KPI with activities due before the listed completion date. The goals/actions listed below were read in their entirety from the plan.

Reviewed existing subcommittees. Suggestions made to create a policy & committees review, marketing & communication, community outreach, and assessment and evaluation subcommittee. Training (training & education), retention committees are still relevant. People will be invited to the new subcommittees as needed.

Strategize goals and assign Adhoc committees:

Empower the EIAC to act as an organizing body, advocate and resource for E&I and all related strategies	January 1, 2021	EIAC Chairs EIAC Exec Tech Advisor
Incorporate recognition of E&I and an openness to transparent discussion between staff of all levels and locations	Message E&I goals... - January 1, 2021 Promote discussion... - December 31, 2021	EIAC Chairs EIAC Exec Tech Advisor Marketing & Communication
Deliver mandatory and consistent onboarding training that includes E&I	January 1, 2021	Education & Training
Establish a clear & accessible resource through the DOC intranet for staff to access information regarding the harassment and discrimination complaint process	March 1, 2021	Marketing & Communication
Establish regular communication with EIAC, to address patterns of concerns in the area of E&I within the department	March 1, 2021	Assessment & Evaluations Retention & Culture
Create safe work environments where people can engage in genuine and meaningful conversations surrounding E&I.	Develop guides.... - June 30, 2021 Promote an environment... - December 31, 2023	Education & Training Marketing & Communication Retention & Culture
Support promotion and leadership opportunities for marginalized populations	Increase marketing... - June 20, 2021 Conduct a regular survey... - December 31, 2021	Recruitment Marketing & Communication Retention & Culture
Assess all DOC recruitment & selection policies and procedures for potential bias in selection and remove barriers to diversity, equity and inclusion	December 31, 2021 (initial review)	Policy & Committee Review
Create a sustainable and proactive E&I program that has representatives sponsored by EIAC to provide resources and E&I activities (e.g. Affinity groups)	December 31, 2021 (created) December 31, 2023 (implemented)	Marketing & Communication Retention & Culture
Review and reorganize Department-wide committee membership to ensure equitable and inclusive representation	Review existing committees... - December 31, 2021 Review the means in which... - December 31, 2023	Policy & Committee Review
Offer continuous training that builds an understanding of E&I	January 1, 2022	Education & Training
Require all supervisors to take additional E&I training annually offered by DOC or external vendor	January 1, 2022	Education & Training

Increase engagement with local diverse community groups	December 31, 2022	Community Outreach
Conduct an annual review of the applicant pool for DOC	December 31, 2023	Recruitment
Increase attendance at diversity career fairs	December 31, 2023	Recruitment Community Outreach
Utilize diversity-specific advertising options for job announcements	December 31, 2023	Recruitment Marketing & Communication
Conduct an annual review of the hiring data for DOC	December 31, 2023	Recruitment
Integrate E&I into existing and upcoming DOC policies, practices and initiatives	December 31, 2023	Policy & Committee Review Retention & Culture
Develop relationships with diverse communities as a matter of standard practice	December 31, 2023	Community Outreach

Ongoing EIAC Meetings:

Next Thursday to continue review the above list.

Next Steps:

Zach & Beverly will identify the purpose of each of the subcommittees.

Meeting Contact Info:

TONJA HESSELBERG is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://doc-wi.zoom.us/j/97967869619?pwd=SUFmWkVSSGxlbHZBWTNBUnIyaVRPZz09>

Password: 178084

Or Telephone:

Dial:

+1 206 337 9723

+1 213 338 8477

USA 8883634734 (US Toll Free)

Conference code: 549662

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<https://www.teleconference.att.com/servlet/glbAccess?process=1&accessNumber=2063379723&accessCode=549662>

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 979 6786 9619

Password: 178084

SIP: 97967869619@zoomcrc.com

Password: 178084

EIAC Contacts:

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Dionna Clemmons (EIAC Co-Chair) 414-552-2149 Dionna.Clemmons@wisconsin.gov

Brad Everson (EIAC Co-Chair) 414-212-4945 Bradley.Everson@wisconsin.gov